



Organizational Success Checklist

Developed by the Kansas Arts Commission

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Board of Directors	Yes	No
Does your board know its roles and responsibilities as a governing and policy-making body?		
Do all the members of the board follow these policies?		
Does the board review the organization's bylaws regularly and update them as needed?		
Does the board have, and does it follow, a conflict of interest policy?		
Does the board have a "give or get" policy?		
Does the board serve as ambassadors and advocate for the organization with the community and elected and business leadership?		
Does the board hold itself accountable?		
Does the board treat the CEO with respect and collegiality?		

Staff	Yes	No
Are staff members fairly and reasonably compensated?		
Is there a succession plan in place?		
Does the staff have policies and are staff members evaluated regularly and fairly?		
Does the staff have, and does it follow, conflict of interest policies?		
Is the staff sufficiently and adequately trained to do its work?		
Does the staff have adequate offices and equipment to do its job?		

Planning and Resource Development	Yes	No
Has the organization engaged in financial and strategic planning within the last two years?		
Is the plan regularly examined and updated?		
Is the plan reasonable and achievable? Does it respond to community needs and desires?		
Are there sufficient resources to achieve the plans?		
Are resources diversified and sustainable?		
Does the organization have a cash reserve (endowment usually not necessary!)		
Does the organization have a fundraising plan that is used?		
Is fundraising relationship-based?		
Are grants written professionally, submitted on time and are final reports submitted on time?		

Marketing	Yes	No
Does the organization know and understand its audience?		
Does the organization conduct regular research about best ways to market?		
Are the organization's website and other technology updated, current, easy to navigate and do they represent the organization well?		
Are there sufficient resources to market appropriately?		
Has the organization revisited its brand image and reshaped it based on customer feedback?		

Community Service and Programming	Yes	No
Does the organization regularly look "outward" to see how it can better serve the community?		
If applicable, are education programs standards-based and do they involve educators in planning?		
Does the organization have appropriate partners to achieve its goals?		
Does the organization plan and evaluate appropriately and utilize evaluations to inform and change programs as well as to determine impact of programs?		
Are resources adequate?		
Are artists paid fairly and reasonably?		

Advocacy	Yes	No
Do board members participate in local, state and national arts advocacy?		
Is there a written plan for arts advocacy?		
Is training provided?		
Is the organization a member of Americans for the Arts and other professional association?		
Does the organization regularly invite elected officials (and candidates) to speak at events?		
Does the organization partner with others to create a strong, unified advocacy voice for local and statewide issues?		